



All you ever wanted
to know about OCR
Qualifications in
Policing

Introduction

Welcome to the OCR Policing Qualifications. This booklet contains important information about your qualification along with information on the resources available for you to use as you identify evidence from your duties to demonstrate your competence.

OCRs Policing qualifications demonstrate that you have the competence (the skills, knowledge and understanding) to carry out your duties to the required standard in your normal work situation. They are based on **National Occupational Standards (NOS)**. These standards describe the level and depth of performance expected of you. These qualifications are based on the NOS developed by Skills for Justice, the Sector Skills Council for the Justice sector.

Both the structure of these qualifications and the units from which they are constructed are approved by Ofqual. Your Awarding Body for them is **OCR (Oxford, Cambridge and RSA Examinations)**. Ofqual has accredited the OCR qualifications and you can find full accreditation details on both the OCR website and the National Database of Accredited Qualifications.

The OCR website **www.ocr.org.uk** gives a range of information about the qualifications, how they operate and other qualifications that may be of interest to you.

You can also visit the National Database of Accredited Qualifications website at **www.accreditedqualifications.org.uk**.

Your Qualification

Each Qualification is designed to reflect your work at the rank you have achieved, from student officer through the years as you gain experience, specialise and seek promotion. Their purpose is to demonstrate that you have achieved the required levels of competence and can maintain that standard as you carry out your duties consistently over a period of time.

Our policing qualifications are work oriented and you must have the opportunity to demonstrate your competence with current work experience. They are open to candidates of all ages, of either gender, and there are no entry barriers on grounds of race, creed or proven academic attainment or learning.

These qualifications have been designed to help you to develop and demonstrate the skills, knowledge and understanding you will need to enable **progression** to further qualifications in the qualifications and Credit Framework (QCF).

OCR offers a range of related qualifications in this vocational area. Why not visit our website at **www.ocr.org.uk** to see the full range.

The Qualifications

Each qualification consists of a number of separate units and a credit value is given to each one. The OCR Level 3 Diploma in Policing consists of 10 mandatory units. You must gain all of these units to gain the credit total of 38 credits which is needed to be awarded this full diploma. Certificates may be claimed for individual units but please discuss this with your assessor.

Here is the full list of units for the OCR Level 3 Diploma in Policing:

Unit number	Accreditation code	Title	Unit Credit value
BE2	R/502/5732	Provide initial support to victims and witnesses	3
CB1	D/502/5734	Gather and submit information to support law enforcement objectives	2
CD1	H/502/5735	Provide an initial response to incidents	4
CD5	M/502/5737	Arrest, detain or report individuals	4
CI101	J/502/5596	Conduct priority and volume investigations	5
CJ101	R/502/5598	Interview victims and witnesses in relation to priority and volume investigations	5
CJ201	Y/502/5599	Interview suspects in relation to priority and volume investigations	5
CK1	R/502/5603	Searching individuals in a policing context	3
CK2	D/502/5605	Search vehicles, premises and open spaces	4
GC10	L/502/5731	Manage conflict in a policing context	3

Each unit describes exactly:

- What you need to do

AND

- What you need to know and understand

OCR also provides guidance on the evidence that may be available from your normal duties to prove that you are competent to the standard specified.

The first section of each unit shows the level and credit value of the unit and a summary introduction to the unit. This summary briefly describes what the unit is about and will help you decide how the unit relates to your work.

Following the summary is a table containing Learning Outcomes in one column with Assessment Criteria in the column to the right. Learning outcomes describe what you the assessment is confirming that you are able to do whilst Assessment Criteria define how you will be assessed (what you must do whilst being assessed).

The final section of each unit contains the Assessment Requirements which describe how both the knowledge and workplace elements must be assessed. These requirements give some quantity details (ie how many times you must

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be assessed) as well as location information (in the workplace or in a Learning and Development environment)

The Assessment Team

It is your **assessor's** role to satisfy themselves that evidence is available to meet all assessment requirements for all learning outcomes and assessment criteria before they can decide that you have finished a unit. Where questioning or simulation (if permitted) have been used, your assessor must be satisfied that you will be competent under these conditions or in these types of situations in the workplace in the future.

You may claim accreditation of prior achievement for any of the units, as long as the evidence you present fully meets the criteria and you can prove that it is all your own work. It is important that your assessor is convinced that the competence you are claiming is still current. If your assessor has some doubts, they should take steps to assess your competence directly.

It is important that you complete some form of initial assessment to identify the competence and knowledge that you already have, and any gaps that you need to concentrate on. This will help you to plan assessments as it allows your assessor to help you to understand where best to start identifying evidence. It will also identify any units that you will have difficulty completing.

Your assessor will need to agree a number of issues with you including:

- Finding the best sources of evidence to use for particular units
- Finding the best ways of assessing you
- Confirming suitable dates, times and places for your assessments to take place.

Your assessor will record their **assessment planning** and regularly give you feedback.

When your assessor is satisfied that you have met all of the requirements for a unit, they must confirm this by signing an evidence record sheet for that unit to show that the assessment process is complete.

Your **evidence** is your proof that you meet the requirements of the qualification.

Your evidence can be anything that proves:

- What you can do
- How well you can do it
- The level of knowledge you have in relation to what you do
- The level of understanding you have about what you do, how you do it and why you do it.

Your evidence could be:

- Letters, faxes or emails you have prepared and sent
- Schedules and diaries you use to plan your work

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- Statements from witnesses about your competence
- Records of discussions between you and your assessor
- Video recordings or records of your assessor observing you carrying out your work
- Completed documents you have used during your work
- Reports you have written to support your other evidence and relate it to your work role

Your assessor will provide evidence to prove your skills, knowledge and understanding, by observing you carry out your duties and writing a report on what they have observed. After your assessor has observed you, they will ask you questions to confirm what you know and understand. This **assessor's report** (one piece of evidence) could be enough evidence to fulfil a number of requirements of your qualification.

Statements written by other people, that describe something you have done as part of your job, are called **witness testimonies** and are a useful source of evidence. They are particularly valuable if that person is an expert in their field and must be signed and dated by the person making the statement.

You need evidence to prove that you:

- Can do all the things described in the assessment criteria
- Have provided the minimum evidence described in the **assessment requirements**

You do not have to produce a separate piece of evidence for each of the assessment criteria. Try to match each piece of evidence to as many of these criteria as possible. Remember the minimum requirements for the **quantity** of evidence you must provide are listed in the section of each unit called **assessment requirements**.

The evidence you provide will be assessed (checked by your assessor against the unit requirements). Your assessor will want you to continue providing evidence until they are satisfied that there is enough consistent proof that you are competent. To be accepted as proof of your competence, your evidence must:

- come from work you have carried out in a real work situation
- be your own work or relate to you
- reflect what you can do now, not what you could do a few years ago or what you wish to do in the future.

You may decide to keep some of your evidence in a file (a **portfolio** of evidence) or you may want to record what the evidence is and where it can be found. This is called **signposting** evidence. Your **portfolio** can be paper based or in an electronic format. The important thing to remember about evidence is that it must be available for your assessor to assess and for other people (called internal and external verifiers) to have access to in the future.

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In some situations, the work that you are involved with may include **confidential information** relating to your organisations service users. It may not be appropriate to include this information in your portfolio of evidence.

If the evidence contains confidential information, this information could be removed from the document before it is submitted as evidence. If the evidence takes the form of a document which is reporting on confidentiality sensitive details throughout, you could either:

- **signpost** the evidence within your portfolio (as long as it would be available for your assessor, internal verifier and external verifier to see) or
- your assessor could provide an **observation report** of what they have seen and how it shows that you are competent. This observation report would then form part of the evidence in your portfolio.

Records

We have designed a **Record of Achievement** form for you to keep track of your achievements. We have provided a blank form on the OCR website www.ocr.org.uk for you to use if you want to.

We have also designed an **Evidence Record Sheet (ERS)** for you to record your evidence and where it is located.

The evidence record sheet (or a suitable alternative provided by your centre) will allow you, your assessor and the internal and external verifiers to see what each piece of evidence refers to.

The evidence record sheet (or a suitable alternative) is mandatory – you must keep a record of what has been assessed and where it can be found. Your assessor may give you alternative forms to use. This is acceptable as long as they include all the information needed.

You must keep your evidence record sheets (or alternatives that your assessor may give you) together in a file. This is your **Cumulative** (that is, an ongoing) **Assessment Record** or **CAR** for short.

Your **CAR** belongs to you. It is your record of which evidence has been assessed and accepted by your assessor as proof of your competence and it details where it can be found. Your assessor will help you prepare your **CAR**.

Summary

When collecting evidence, the following will help you:

- **think about what activities you do in your current role** and match these to the units specified for your qualification.
- **Identify evidence that you could gather naturally** while carrying out your everyday work and cross reference these to as many assessment criteria as possible (either within the same unit or across other units). Apply a single piece of evidence to as many units as possible. This is not only economical in terms of collecting evidence, but it also gives a more holistic, or rounded, picture of your competence.
- **Go for quality rather than quantity.** Well chosen pieces of evidence can count for much more than a vast amount of evidence which only loosely applies.
- **Mix the types of evidence you offer.** A good mixture containing some observation of practice, some products of your work, some witness reports and so on, leads to a more streamlined, better-balanced approach which is more convincing to your assessor.
- **Choose evidence which reflects your current competence.** Evidence can come from things you did in the past but your assessor must be convinced that the evidence you offer reflects your current competence.
- **Do not include reference materials** (such as company policies and training materials) as evidence, because they do not demonstrate your competence.
- **You can also use your assessor's records of your assessment as evidence.**
- **You do not have to keep all evidence in a paper portfolio.** If evidence is located somewhere else, for example, in a filing cabinet, or on a computer disk, record what the evidence is and where the evidence is located. The location of evidence needs to be clearly signposted on your evidence record sheet.
- **The units** do not form part of your evidence. You will probably want to keep the units alongside your evidence for reference but you are not required to include a copy of the units with your evidence for assessment or verification.
- Although not compulsory, you may find it useful to include a copy of your **curriculum vitae (CV)** with your evidence to show your previous qualifications and work history.
- **Confidential and unavailable evidence.** Your assessor should have access to this type of evidence to assess your competence.

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However, in some cases your assessor's description of the evidence they have seen will be more suitable, depending on the type of evidence.

- **Show your evidence to your assessor regularly.**

The evidence you produce for your qualification may prove you have the skills required for the **Key Skills** units. Signposting to Key Skills and further guidance should be requested from your Centre. You may also visit the OCR website **www.ocr.org.uk** for further details.

We have tried to make sure that no unnecessary **access** restrictions will slow down your progress. You must have the same chances as everyone else to prove your competence and collect evidence. If you need mechanical, electronic or other aids to show your competence, please talk to your assessor about this. You can use aids as long as they are generally commercially available and it is practical to use them during your normal work.

We do not think that you will ever have to use our **appeals** procedure, but if you do, the process is described in the OCR publication *Admin Guide to Vocational Qualifications* - (reference code A850), which can be downloaded from the OCR website **www.ocr.org.uk**.

To gain a **full Qualification certificate** you must collect enough evidence to prove you are competent in sufficient units to achieve the required credit. If you cannot finish all of the units for the full qualification, you may claim a **unit certificate** that lists the unit or units that have been signed off by your assessor and the credit assigned to them. You may do more than the necessary number of units in which case the additional units (and their credit) will be shown on your unit certificate.